

North Carolina Cost Share Program Review Summary  
(May 2014)

County	<u>Dare</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Vonnie Wescott</u>	Date	<u>May 6, 2014, May 15, 2014</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Tom Hill, Julie Henshaw</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				X	1 <sup>st</sup> Tuesday of month at 3pm. Set time.					
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Yes. Posted on Dare County website: upcoming meetings section. On district website, as well.					

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
When do you develop a conservation plan for a potential applicant?				X	Always do a site visit first then move forward with a planning.					
How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?				X	Assess the resource concern. Provide technical assistance even though there isn't a lot of financial support. Discuss drainage concerns often.					
Are applications reviewed and approved by the Board as a separate action item?				X	Yes.					
Are application decisions/motions recorded in the board minutes?				X	Yes.					
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.				X	NA					
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	NA					
If multiple partners farm together, how does the district track individual applicants as one operation?				X	NA					

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Once applications are approved, how do you develop a contract?				X	Do the design, draw up plans, take pictures, talk with cooperators.					
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Always tell applicant that they have to wait for board and division approval. Discuss all forms and plans, including plant selection, with the applicant.					
What procedures do you follow for notifying the applicant that work can begin?				X	Call after board meeting, either discuss via phone or set a meeting. Mail copies of contract.					
What information do you provide the applicant?				X	Distribute contract and all support materials – maps, design and operation and maintenance plans. Helps with construction.					
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes.					
<i>Are contract decisions/motions recorded in the board minutes?</i>				X	Yes.					
Describe the district/board's procedure for approving supervisor contracts.				X	NA. Haven't had any yet.					

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	NA					
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	Provides TA during the design and installation processes.					
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	Once contracts are approved, usually move forward quickly.					
Is the district recording 6-month extensions in the board minutes?				X	Provide copy of the policy – refer to attachment. Sample spreadsheet.					
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	Pictures.					
Are BMPs measured then certified before the request for payment is approved? How is this documented?		X			Recommend measuring BMPs installed.					
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes and now can be uploaded in CS2.					

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.					
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				X	This will be the first time.					
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	Yes.					
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
<i>Who participates in annual spot checks? When are they conducted?</i>				X	Vonnie and one board member, usually the chair. Completed prior to deadline, but Vonnie visits sites often and checks sites throughout the year.					
How does the district select which contracts to spot check?				X	Staff rotates contracts selected each year.					
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.</i>				X	NA					
How does the district review five percent of all waste utilization plans?				X	NA					

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	NA					

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	NA – haven't had a noncompliance issue to date.					
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	NA – haven't had a noncompliance issue to date.					
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				X	NA – haven't had a noncompliance issue to date.					
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	NA – haven't had a noncompliance issue to date.					
Is the district notifying the division of non-compliance and resolutions?				X	NA – haven't had a noncompliance issue to date.					
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
How does the district track BMP funds?				X	Paper files are organized by contract in file cabinets. The district will also be able to use the online database CS2 for tracking BMP funds.					
How does the district use the division on-line (website) reports?				X	NA					
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				X	BMP certification form completed for years which district had contracts.					
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Dare County Finance Department handles technical assistance funding.					
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Vonnie					
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Operating funds are part of the district's county budget.					
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Matching funds are part of the district's county budget.					



Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation?				X	District hasn't done cost share contract work recently.					
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Vonnie has JAA for backyard rain garden. Hopes to obtain for cisterns with a new CCAP contract.					
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	NA. District has not had any supervisor contracts.					
<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 28-2009-501 Applicant Name: Town of Manteo BMP: Raingarden  <i>Insert Picture – please see the end of the document for the photos</i>	X				Very well maintained raingarden installed in 2009. It was obvious that the Dare conservationist had worked well with the town's maintenance workers to ensure the BMP was properly maintained.		X			
Contract Number: 28-2009-502 Applicant Name: Town of Manteo BMP: Cistern  <i>Insert Picture - please see the end of the document for the photos</i>	X				Very well maintained and utilized cistern at the Manteo Town Hall. The cistern is being used for washing town vehicles. A storm drain is located on the parking area, but it is evident that the town employees have been trained to drive the vehicles onto the adjacent		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
					grass area to wash their vehicles away from the storm drain. Excellent educational component associated with the installation of the BMP.					
Contract Number: 28-2009-503 Applicant Name: NC Coastal Federation BMP: Cistern  <i>Insert Picture - please see the end of the document for the photos</i>				X	Another well designed, maintained, and utilized cistern implemented at the NC Coastal Federation office in Manteo. The overflow was emptied into a raingarden, providing treatment, and there were other BMPs installed using other funding sources and in-kind contributions on the site. The project is located immediately adjacent to a canal leading immediately to Shallowbag Bay.		X			
Contract Number: 28-2009-506 Applicant Name: Roanoke Island Festival Park BMP: Bioretention area  <i>Insert Picture - please see the end of the document for the photos</i>	X				Another well chosen and maintained site. The BMP is located on the Festival Park property in close proximity to walking paths that lead to the bay providing excellent exposure for this project. Another great example of partnering with other organizations to install effective BMPs that provide educational opportunities to both an established community (the full-time residents) as well as a transient community (visitors).		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 28-2011-003 Applicant Name: Thomas Holmes BMP: Precision Nutrient Management  <i>Insert Picture – no photo provided as this is Precision Nutrient Management BMP</i>			X		No site visit conducted to date. The BMP, Precision Nutrient Management, does not lend itself to a site visit. Items #7, 8, and 14 in the NRCS standard ( <a href="http://www.ncagr.gov/SWC/costshare/programs/ACSP/documents/precision_nutrient_mgt.pdf">http://www.ncagr.gov/SWC/costshare/programs/ACSP/documents/precision_nutrient_mgt.pdf</a> ) need to be addressed for compliance. We also urge the district to ensure that items #8 and 11 are being followed by the operator.	X				
Contract Number: Applicant Name: BMP:  <i>Insert Picture</i>							X			
Contract Number: Applicant Name: BMP:  <i>Insert Picture</i>										
Contract Number: Applicant Name: BMP:  <i>Insert Picture</i>										

Questions	Division Findings				Division Comments	District Plan of Action Required		District Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			

Contract Number: 28-2009-501  
Applicant Name: Town of Manteo  
BMP: Raingarden

*Insert Picture*





Contract Number: 28-2009-502  
Applicant Name: Town of Manteo  
BMP: Cistern

*Insert Picture*



Contract Number: 28-2009-503  
Applicant Name: NC Coastal Federation  
BMP: Cistern

*Insert Picture*





Contract Number: 28-2009-506  
Applicant Name: Roanoke Island Festival Park  
BMP: Bioretention area

*Insert Picture*

